



2016 MANUAL PROGRAM EXIT AND SYSTEM EXIT CHANGES

MAERS - WIOA

OVERVIEW

What is WIOA?

Public Law 113-128

The Workforce Innovation and Opportunity Act (WIOA) is the new federal law that governs the national Adult Education program. WIOA requires the alignment and integration of Education services with Employment and Training activities. The goal of WIOA is to provide customer centered services that put people to work faster, in higher paying jobs and have needed skills to better educate their children.

Affect to MAERS?

With WIOA will come many MAERS changes. These changes will be taking place in phases over the current 2016-2017 program year and the MAERS Team will keep you up to date on these changes as they are implemented.

The following slides will provide the changes that have been updated on the MAERS Program Exit screens as well as changes to the System Exit process.

PROGRAM EXITS: MANUAL AND SYSTEM

When a participant is exited from the Adult Education program, the Exit Status Date must be equal to the last date of service for the participant. The last date of service is defined as:

- The most recent class exit date
- If the participant is still active in a class, the last date of service will be the last day of the month where attendance is recorded into MAERS
- If there is no attendance recorded for the class or the participant did not have a class enrollment, the last date of service will be the registration date

MANUAL PROGRAM EXITS

To keep moving efficiently through the data entry process, once the Exit Status is selected from the dropdown, the Exit Status Date will automatically fill with the last date of service.

Step 1 – Select the appropriate Exit Status on the Status at Exit tab on the Program Exit screen

The screenshot shows the 'Status at Exit' tab selected. Below the tabs is a table with columns: Beginning EFL, Ending EFL, and Attended Hours. The table has two rows: ABE 2016 High Intermediate Basic Ed. (ABE, 15) and ESL (ESL, 0). Below the table, the 'Exit Status:' dropdown is open, showing two options: 'Participant Completed and Does Not Plan to Continue' and 'Participant Separated Before Completion'. A red arrow points to the first option with the text 'Select the appropriate Exit Status'.

Beginning EFL			Ending EFL		Attended Hours	
ABE	2016	High Intermediate Basic Ed.	ABE		ABE	15
ESL			ESL		ESL	0

Exit Status: Participant Completed and Does Not Plan to Continue
Exit Status Date:

Step 2 – Exit Status Date auto fills with the last date of service

The screenshot shows the 'Status at Exit' tab selected. The 'Exit Status:' dropdown is now closed and shows 'Participant Completed and Does Not Plan to Continue'. The 'Exit Status Date:' field is now filled with '07/31/2016'. A red arrow points to the date field with the text 'Exit Status Date auto fills with last date of service'. Below the date field, there is a section titled 'REASON(S) FOR SEPARATION' with radio button options.

Beginning EFL			Ending EFL		Attended Hours	
ABE	2016	High Intermediate Basic Ed.	ABE		ABE	15
ESL			ESL		ESL	0

Exit Status: Participant Completed and Does Not Plan to Continue
Exit Status Date: 07/31/2016
REASON(S) FOR SEPARATION
Illness/Incapacity/Pregnancy: ☐ Yes ☐ No Lack of Dependent Child Care Resources: ☐ Yes ☐ No

SYSTEM EXIT PROCESS

OLD PROCESS

In the past, when a participant was without services for 90 days, MAERS would automatically System Exit the participant dated as of the 90th day.

Example: A participant is active in a class but does not have any attendance for November, December, and January. Because the participant has been without services for 90 days, they are System Exited as of February 1st with an Exit Status of 'Participant Separated Before Completion – System Exit'.

NEW PROCESS

WIOA changes requires that when a participant has been without services for 90 days, the exit date must be dated back to the last date of service.

Example: Using the example above, on the 90th day of no service, the participant will be System Exited with a date of October 31st (last month attendance was recorded into MAERS) and an Exit Status of 'Participant Separated Before Completion – System Exit'.

SPECIAL NOTES

To assist in keeping data clean, some data items may be automatically deleted if it is not needed when a manual exit or system exit takes place.

Here are a few examples of when data items could be automatically deleted:

- ❑ If a participant registers, pre-tests, enrolls in a class but never attends the class – The system will automatically delete the class enrollment when the participant is manually exited or system exited.
- ❑ If a participant has a planned gap but never takes another class – The system will automatically delete the planned gap when the participant is manually exited or system exited.

If you need to reverse an exit and reopen the record, you will want to keep this in mind because you may need to re-enter some data.

Example: A participant registers and a pre-test and class enrollment is entered into MAERS but attendance is not entered for the class. The participant will be System Exited as of the registration date and the class enrollment will be automatically deleted. If the participant was truly in a class but attendance wasn't entered into MAERS in a timely manner, once the exit is reversed, the class enrollment will need to be re-entered into MAERS.

This should not be an issue if the monthly Data Entry Policy is followed.

**– MAERS Golden Rule –
Stay up to date on data entry!**

Q & A

Q: Can a Manual Exit or a System Exit be reversed?

A: Yes, as long as we are not past the data entry cut off date, an exited record can be reopened. Simply reserve the exit by selecting the blank Exit Status in the dropdown list and click Update on the Status at Exit tab on the Program Exit screen.

Q. What if a mistake was made on the manual exit date?

A: If you feel the auto filled date is incorrect for a manual program exit, check the participant's attendance and class enrollments to make sure the record is up to date. If the record needs updating, reverse the exit and update the data as needed before processing the manual exit again.

Q: What if the participant shouldn't have been System Exited?

A: Reverse the System Exit and update the data as needed. The updating must be done the same day as the System Exit reversal otherwise the record will System Exit again that night.

Q: If the participant was registered but never attended a class, can the registration just be deleted?

A: We now need to account for Reportable Individuals. A Reportable Individual is defined as someone who has intent to attend the Adult Education program, regardless if they attended a class or not. These participants will appear in the registration count to show the total number the program intended to serve. However, because the participant has no attendance, they will not negatively impact performance numbers.

The MAERS User Manual will be updated as soon as possible with the changes but in the interim, short power point presentations will be sent out via Listserv Emails with each change. These power points will be located on the MAERS page of the Adult Education website at www.michigan.gov/wda.

Please contact the MAERS helpdesk with any questions at MAERS@michworks.org.